



**Gramonnati Mandal's**

# Arts, Commerce & Science College

Narayangaon, Taluka - Junnar, Dist - Pune 410 504

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**NAAC - Re-accredited 'A' Grade College**

**Affiliated to Pune University**

**ID. No. - PU/PN/AC/100/(1993)**

## 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/elective course system has been implemented (Current year Data) (10)

Name of all programs	Whether adopting CBCS course system(yes/no)	Whether adopting elective course system(yes/no)	Programme Code	Year of implementation of CBCS / elective course system	Link of the relevant document
UG	YES	YES	BA-11819 BCOM-12019 BSC-11719 BBA-10119 BCA- 10219	2019-20	
PG	YES	YES	MA-24919 MCOM-25019 MSC-22519		
UG	YES	YES	BA-11819 BCOM-12019 BSC-11719 BBA-10119 BCA- 10219	2020-21	
PG	YES	YES	MA-24919 MCOM-25019 MSC-22519		

**F. Y. B. A Compulsory English**  
**(w. e. f. 2019-2020)**  
**(Choice Based Credit System)**  
**70:30-Pattern**  
**(70-Semester-End Exam & 30-Internal Evaluation)**

Prescribed Text: *Literary Gleam: An Anthology of Prose and Poetry* (Board of Editors-Orient BlackSwan)

**Objectives:**

- a) To expose students to the best examples of prose and poetry in English so that they realize the beauty and communicative power of English
- b) To instill human values and develop the character of students as responsible citizens of the world
- c) To develop the ability to appreciate ideas and think critically
- d) To enhance employability of the students by developing their linguistic competence and communicative skills
- e) To revise and reinforce structures already learnt in the previous stages of learning.

**Semester-I**

**Prose:**

1. Engine Trouble — R. K. Narayan
2. On Saying 'Please' — A. G. Gardiner
3. The Gift of the Magi — O. Henry

**Poetry:**

1. A Red, Red Rose — Robert Burns
2. Leave this Chanting and Singing — Rabindranath Tagore
3. The Felling of a Banyan Tree — Dilip Chitre

**Grammar:**

1. Articles
2. Prepositions
3. Verbs  
Regular and Irregular Verbs  
Auxiliary Verbs: Primary and Modal
4. Punctuation

**Communication Skills:**

1. Greeting and Taking Leave



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**Savitribai Phule Pune University**  
**Faculty of Commerce & Management**  
**Structure for Three - Year**  
**B.Com. Degree course (Choice Based Credit System)**  
**(2019 Pattern)**  
**With effect from June 2019**

**Preamble:-**

Commerce education is that area of education, which develops the required knowledge, skills and attitudes for the handling of Trade, Commerce and Industry. Commerce education is entirely different from other disciplines. Hence, it must chart Course routes to service the aspirations of the nation. To meet the growing needs of the business society, there is greater demand for sound development of commerce education. The relevance of commerce education has become more imperative, this means a marked change in the way commerce and management education is perceived in India. The Commerce education is dedicated to developing tomorrow's leaders, managers, and professionals.

The existing education system of imparting commerce education needs to be more dynamic to incorporate all local and global changes in the field of trade and commerce. The curriculum needs to be restructured accordingly. The learning inputs are required to be more update, skill based and with appropriate applications. This will be achieved through the introduction of Choice based Credit System at undergraduate level.

The choice based credit system offers a cafeteria approach where the students have the liberty to choose courses of their own choice. The credit system allows students to opt for additional courses where he /she can score more than the required credits. The system will focus on student centric learning methods, which include use of Information and Communication Technology, innovative methods of teaching and learning and emphasis on industry interaction to enable the learners to take up professional challenges more effectively.

**1. INTRODUCTION**

The B.Com Degree Course (2019 pattern) will be introduced in the following order:-

- |                       |           |
|-----------------------|-----------|
| a. First Year B.Com.  | 2019-2020 |
| b. Second Year B.Com. | 2020-2021 |
| c. Third Year B.Com.  | 2021-2022 |



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# Savitribai Phule Pune University

(Formerly University of Pune)

Three Year B.Sc. Degree Program in Botany

(Faculty of Science & Technology)

**F.Y.B.Sc. Botany**

Choice Based Credit System (CBCS) Syllabus

To be implemented from Academic Year 2019-2020



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SAVITRIBAI PHULE PUNE UNIVERSITY  
REVISED BBA PROGRAMME STRUCTURE CBCS 2019 PATTERN  
**BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

THREE YEAR FULL TIME COURSE

BBA I YEAR CURRICULUM APPLICABLE W.E.F. AY 2019-20

BBA II YEAR CURRICULUM APPLICABLE W.E.F. AY 2020-21

BBA III YEAR CURRICULUM APPLICABLE W.E.F. AY 2021-22

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## BBA PROGRAMME CONTENT

1. PREAMBLE
2. Objectives Of The Programme
3. Introduction To The Programme
4. Eligibility
5. Duration Of The Programme
6. Highlights Of The New Curriculum
7. Choice Based Credit System (CBCS)
8. Additional Credits
9. Guidelines For Successful Implementation Of CBCS
10. Teaching Instructions
11. Equivalence, Transitory Provision, Transcript And Standard Of Passing
12. Details On Course Content
13. List Of The Courses
14. Annexure (I) Course Content
15. Annexure (II) Contents Of Skill-Based Courses
16. Acknowledgement



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Savitribai Phule Pune University, Pune  
Bachelor of Business Administration (Computer Application)

**BBA(CA)**

(Under faculty of Commerce & Management)

(To be implemented from Academic year 2019-20)

1. Name of Programme: Bachelor of Business Administration (Computer Application)

2. Introduction:

The degree shall be titled as Bachelor of Business Administration (B.B.A.) (Computer Application) under the Faculty of Commerce and Management. First Year B.B.A.(CA) choice based credit system is implemented w.e.f. the academic year 2019-2020, Second Year B.B.A.(CA) II will be implemented w.e.f. 2020-2021 and Third Year B.B.A.(CA) III w.e.f. 2021-2022

3. Programme Objectives:

- To produce skill oriented human resource.
- To impart practical skills among students.
- To make industry ready resource.
- To bring the spirit of entrepreneurship.

4. Programme Structure:

- The Programme is of a Three Year (Six semesters) Full Time Degree Programme.
- The programme shall be based on credit system comprising 132 credits.



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**M. A. (English-Part-I)**  
Credit and Semester system (CSS)  
Implementation of Credit and Semester System at PG level

(w e f 2019-20)

1- The post-graduate degree will be awarded to students who obtain a total credit as follows

Sr.No	Name of the Faculty	Total credits	Average credits per semester
1	Faculty of Humanities	64	16

2- One credit will be equivalent to 15 clock hours of teacher-student contact per semester. There will be no mid-way change allowed from CSS to non-credit (external) system or vice versa.

3- Among the total number of credits required to be completed for degree course (64 credits) students have to opt for minimum 75% credits from parent Department and remaining 25 % can be opted from either parent Department or other Department/Centers/Faculty. In addition to that students have to obtain compulsory credits over and above.

**Examination Rules**

1- Assessment shall consist of a) In-semester continuous assessment and b) end semester assessment. Both shall have an equal weightage of 50 % each.

2- The teacher concerned shall announce the units for which each in-semester assessment will take place. However, the end-semester assessment shall cover the entire syllabus prescribed for the course.

3- An in-semester assessment of 50% marks should be continuous and at least two tests should be conducted for full course of 4 credits and a teacher must select a variety of procedures for examination such as:

- Written Test and/or Mid Term Test (not more than one or two for each course)
- Term Paper;
- Journal/Lecture/Library notes;
- Seminar presentation;
- Short Quizzes;
- Assignments;
- Extension Work;
- An Open Book Test (with the concerned teacher deciding what



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**Savitribai Phule Pune University**

**Two Year M. Sc. Degree Course in Chemistry**

**M. Sc. Chemistry**

(Credit and Semester based Syllabus to be implemented from  
Academic Year 2019-2020)



Savitribai Phule Pune University (SPPU), Pune

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**S. Y. B. A.**

**Compulsory English (Core Course-CC)**

**(Choice Based Credit System-70:30-Pattern)**

**(w. e. f- 2020-2021)**

**(03 Credit Course)**

**Preamble:**

The course aims at contributing to the overall personality development of the students. They have to be good human beings before anything else. This laudable aim involves instilling essential human values like tolerance, understanding, sympathy, respecting the differences, living in harmony with nature, protecting the environment etc. In our prose and poetry selections we have kept these considerations in mind. We offer an adequate mix of British, American, Indian and other writers and poets because we want our students to be responsive to an era of globalization but at the same time they have to be rooted in Indian culture and ethos.

Our students have to develop into responsible citizens of the world. They have to become confident and face the challenges of life successfully. Effective use of language is necessary for success in all walks of life. Hence we have focused on enhancing the linguistic skills of the students by concentrating on essential aspects of grammar and enrichment of vocabulary. Apart from the professional and technical qualifications of the employees, the present day employers generally look for certain soft skills which relate to some positive personality traits, attitudes and social skills. Hence the course includes units on some essential soft skills. The course is thus a value oriented and a skill-based course.

**Objectives:**

- a) To expose students to the best examples of literature in English and to contribute to their emotional quotient as well as independent thinking.
  - b) To instill universal human values through best pieces of literature in English
  - c) To develop effective communication skills by developing ability to use right words in the right context.
  - d) To enhance employability of the students by developing their basic soft skills
  - e) To revise and reinforce the learning of some important areas of grammar for better linguistic competence.
- **Each** semester shall have 3 credits for teaching. Each credit is equal to 15 hours, so this course shall have 45 teaching hours. In addition to that there shall be 03 hours allotted to internal evaluation. (3x15=45+3=48). It is applicable to all other papers/courses.
  - **Considering** the choice-based credit system (CBCS) and the semester pattern, both Semesters-III & IV will have a uniform evaluation pattern of 100 marks each. There will be an 'Internal Examination' for 30 marks and 'Semester-end Examination' for 70 marks.
  - **The Internal Examination** for 30 marks will be conducted at college level. Assignment/group discussion/tutorial/seminar/oral/project for 10 marks  
A Mid-semester Written Test for 20 marks



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**S Y B Com (Semester III)**  
**(Choice Based Credit System)**  
**Revised Syllabus (2019 Pattern)**



**CORE COURSE – I**

**Subject: Business Communication-I**

**Course Code: 231**

**Total Credits: 04 (Theory 03 + Practical 01=04)**

**1. Objectives of the Course:**

- To understand the concept, process and importance of communication.
- To acquire and develop good communication skills requisite for business correspondence.
- To develop awareness regarding new trends in business communication.
- To provide knowledge of various media of communication.
- To develop business communication skills through the application and exercises.

**Medium of Instruction: English**

Unit No.	Unit Title	Contents	Skills to be developed
1	<b>Introduction of Business Communication</b>	1.1 Introduction, Meaning, Definition. 1.2 Characteristics, Importance of communication. 1.3 Principles of communication, Process of communication 1.4 Barriers to communication & Remedies. 1.5 Methods and Channels of Communication.	i. Conceptual Clarity and understanding the Meaning, Characteristics and Importance of communication. ii. To understand the Principles and Process of communication iii. To understand Barriers to communication
2	<b>Business Letters</b>	2.1 Meaning and Importance 2.2 Qualities or Essentials, Physical Appearance 2.3 Layout of Business	i. To understand the importance of business letters. ii. To understand Essentials

SPPU/REVISED SYALLABUS/ S Y B.Com / CBCS/ 2019 Pattern /SEMSTER -III

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 SY BBA Semester III (CBCS) Pattern 2019  
 Principles of Human Resource Management  
 Course Code- GC - 301  
 Credits - 3

**Depth of the Course: Fundamental knowledge**

**Course Objectives:**

- To introduce the basic concepts of Human Resource Management.
- To cultivate right approach towards Human Resource and their role in business.
- To create awareness about the various trends in HRM among the students.

Unit No.	Unit Title	Contents	Purpose & Skills to be develop
1	<b>Introduction to HRM</b>	<b>Introduction to HRM-</b> Meaning, Definition, Features, Scope, Objectives, Importance, Principles of HRM, Evolution of HRM, Functions of HRM, Challenges of HRM, Role of HR Manager, Difference between HRM & Personnel Management, Challenges before HRM	1. To understand the basic concept of HRM and develop knowledge about the various functions of HRM. 2. To understand the different roles the HR performs in an organisation
2	<b>Job Analysis &amp; Planning for Human Resources</b>	<b>Job Analysis-</b> Meaning, Definition, Objectives, Benefits, Methods, Job Analysis Components- Job Description, Job Specification, Job Evaluation <b>Human Resource Planning(HRP)-</b> Meaning, Definition, Objectives, Process, Factors Influencing the Estimation of Human Resource in Organisation, Advantages & Limitations/Barriers of HRP. <b>Careers on Job Analysis &amp; Human Resource Planning</b>	1. To make the students understand how Job Analysis & Human Resource Planning play an important role in the Organisation. 2. To develop an understanding of the different methods of Job Evaluation & Process of HRP in Specific Organisational functioning.
3	<b>Career Planning, Employee Morale &amp; Job Satisfaction</b>	<b>Career Planning-</b> Meaning, Definition, Objectives, Process, Benefits and Stages. <b>Employee Morale &amp; Job Satisfaction-</b> Meaning, Definition, causes of low Morale, Job Satisfaction- Meaning, Definition, Factors contributing to Job Satisfaction, Measures to increase Job Satisfaction, Advantages of Job Satisfaction	1. To cultivate the knowledge about Career Planning, Employee Morale & Job Satisfaction among students. 2. To provide knowledge to the students regarding Career Planning which will help/motivate them to



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**M. A. English-Part-II-CBCS Pattern**

**(Semester-III & IV)**

(From the Academic Year 2020-21)

- **Allotment of Credits:** One credit is equal to 15 clock hours and every semester is allotted four credits (60 clock hours). It is applicable to all the papers.
- **Examination Rules:**

- 1- Assessment shall consist of a) In-semester continuous assessment and b) end semester assessment. Both shall have an equal weightage of 50 % each.
- 2- The teacher concerned shall announce the units for which each in-semester assessment will take place. However, the end-semester assessment shall cover the entire syllabus prescribed for the course.
- 3- An in-semester assessment of 50% marks should be continuous and at least two tests should be conducted for full course of 4 credits and a teacher must select a variety of procedures for examination such as:
  - i. Written Test/or Mid Term Test (not more than one or two for each course)
  - ii. Term Paper
  - iii. Journal/Lecture/Library notes
  - iv. Seminar presentation
  - v. Short Quizzes
  - vi. Assignments
  - vii. Extension Work
  - viii. An Open Book Test (with the concerned teacher deciding what 2 books are to be allowed for this purpose)
  - ix. Mini Research Project by individual student or group of students. The concerned teacher in consultation with the Head of the PG Department shall decide the nature of questions for the Unit Test. Semester end examination for remaining 50% marks will be conducted by the SPPU.

**List of Papers (Sem-III&IV)**

**Semester-III**

Paper 3.1: Indian Writing in English (Core Paper)

**Any three papers out of the following seven options:**

Paper 3.2: Applied Linguistics

Paper 3.3: Cultural Studies

Paper 3.4: Indian Literatures in English Translation

Paper 3.5: Academic Writing and Critical Reading



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**SAVITRIBAI PHULE PUNE UNIVERSITY**

Faculty of Commerce & Management

Master of Commerce (Semester III)

(Choice Based Credit System)

Revised Syllabus (2019 Pattern)

(w.e.f. Academic Year-2020-2021)

CORE COMPULSARY SUBJECT

Subject: BUSINESS FINANCE

Course Code: 301

Total Credits: 04

**Objectives:**

1. To acquaint the students with corporate finance required for Indian Industries.
2. To make the students aware about the latest developments in the field of corporate finance.
3. To enable the students to understand the traditional theories of capitalization and dividend distribution practices.
4. To give detail exposure of working capital management practice of finance to students Skills to be developed:

**Skills to be developed:**

1. To make aware about role of corporate finance and time value of money.
2. To expose them financial planning of firms and steps involved in it.
3. Students shall learn and acquire knowledge of long term and short term sources of finance available in India.
4. Students will acquire skills about how to go for working capital management of firm.



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